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**ATTACHMENTS**  
Pages B-7 and B-8

**INSTRUCTIONS FOR RECIPIENTS.**

The following changes to IGDR 1400.430, "Performance Management," February 1, 1995, are authorized:

a. Page Insert:

Remove pages B-7 and B-8 and insert attached replacement pages.

**FOR THE INSPECTOR GENERAL:**



Nicholas T. Lutsch  
Assistant Inspector General for  
Administration and Information Management

Enclosure

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT.



**INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-2884**

February 1, 1995

## **INSPECTOR GENERAL REGULATION 1400.430**

### **FOREWORD**

This Regulation sets forth the overall performance management policies, procedures and responsibilities for the Office of the Inspector General, Department of Defense (OIG, DoD), as approved by the Office of Personnel Management (see Appendix C). As such, it serves as the guide to implement and manage an effective and efficient performance management program.

In keeping with the goals and objectives of the Vice President's National Performance Review, September 1993, the Regulation has been streamlined to incorporate only the essential elements necessary to manage the program. Exceptions to the policies and procedures contained in this Regulation are not authorized without prior approval of the Director for Administration and Information Management.

The Personnel and Security Directorate, Office of Administration and Information Management (OA&IM), is the proponent of this Regulation. Requests for clarification to policy or recommended changes to this Regulation should be sent through appropriate channels to the Personnel and Security Directorate, OA&IM, OIG, DoD, 400 Army Navy Drive, Arlington, VA 22202. Issue of further supplements to IGDR 1400.430 is prohibited unless specifically approved and issued by the Director, Personnel and Security Directorate.

**FOR THE INSPECTOR GENERAL:**

A handwritten signature in black ink, appearing to read "N. T. Lutsch", is positioned above the printed name.

**Nicholas T. Lutsch  
Assistant Inspector General for  
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# INSPECTOR GENERAL, DEPARTMENT OF DEFENSE, PERFORMANCE MANAGEMENT

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## CHAPTER 1. GENERAL PROVISIONS

**1.1. Purpose.** To set forth the performance management policies and procedures for the Office of the Inspector General, Department of Defense (OIG, DoD), as approved by the Office of Personnel Management (see Appendix A).

**1.2. References.** See Appendix A.

**1.3. Cancellation**

a. IGDR 1400.430, *Performance Management*, September 21, 1988, with Change 1, May 21, 1991.

b. IGDPM 1432.2, *Time-Off Awards--Interim Guidance*, April 15, 1993.

**1.4. Applicability and Scope**

a. This Regulation applies to civilian employees paid from appropriated funds in both the competitive and excepted service.

b. This Regulation does not apply to employees:

(1) Appointed by the President.

(2) In the Senior Executive Service.

(3) Outside the Continental United States who are paid in accordance with local national prevailing wage rates for the area in which employed.

(4) Occupying the following types of excepted service positions excluded by 5 CFR Part 430:

(a) Positions for which employment is not reasonably expected to exceed 120 days in a consecutive 12-month period.

(b) Positions filled by non-career executive assignments.

**1.5. Policy.** It is the policy of the OIG to establish and maintain a performance management program for its employees that will be in compliance with current law and regulation.

**1.6. Definitions**

a. **Activity Head.** The Deputy Inspector General and the OIG Component Heads.

b. **Approving Official.** The individual in the employee's performance appraisal chain who reviews and approves performance appraisals and performance awards.

c. **Critical Element.** A component of a position consisting of one or more duties and responsibilities that contributes toward accomplishing organizational goals and objectives and that is of such importance that unacceptable performance on the element would result in unacceptable performance in the position.

d. **Day.** Calendar days.

- e. **Minimum Appraisal Period.** 90 days.
- f. **Noncritical Element.** A major component of a position that does not meet the definition of a critical element, but is of sufficient importance to warrant appraisal and assignment of an element rating.
- g. **Performance Standard.** A statement of the expectations or requirements established by management for each critical and noncritical element at the rating level of "met." A performance element may include, but is not limited to, factors such as quality, quantity, timeliness, and manner of performance.
- h. **Rating Officials.** The individuals in the employee's chain of command (i.e., the rating supervisor, the reviewer, and approving official) who prepare employee performance plans and ratings.
- i. **Rating of Record.** The summary rating required at the time specified in the chapter for annual and probationary ratings.
- j. **Rating Supervisor.** Normally, the employee's immediate supervisor who prepares the employee's written performance rating.
- k. **Reviewer.** An individual in the employee's chain of command who is normally the rating supervisor's immediate supervisor.
- l. **Summary Rating.** The written record of the appraisal of each critical and noncritical element and the assignment of one of five levels--Outstanding, Highly Successful, Fully Successful, Minimally Acceptable or Unacceptable.

**1.7. Objectives.** Performance management is designed to:

- a. Link individual and organizational goals.
- b. Involve managers, supervisors, and employees in the performance appraisal process.
- c. Ensure employees are:
  - (1) Informed in writing of performance expectations at the beginning of the performance period and whenever changes in duties and/or expectations change.
  - (2) Motivated and given the opportunity to perform at their full potential.
  - (3) Held accountable for meeting performance expectations.
  - (4) Provided feedback at least twice per year on how well they perform their duties.
- d. Assist employees in improving performance.
- e. Make supervisory personnel responsible for the effectiveness and production of employees whom they supervise.
- f. Provide a sound and continuing basis for effective management-employee relationships.

**1.8. Responsibilities**

- a. The **Inspector General** will:

(1) Ensure fair and consistent application of this Regulation in compliance with governing laws, rules, and regulations.

(2) Develop and communicate organizational objectives and priorities to assist supervisors and managers in developing employee performance plans.

(3) Ensure that appropriate funding is available to pay performance awards.

(4) Act as reviewing/concurring/disapproving authority for any performance award exceeding 10 percent, but not more than 20 percent, of an employee's basic pay, for performance determined to be unusually outstanding. Final review and approval authority for awards at this level rests with the Secretary of Defense or his/her designee.

(5) Review any recommendation for a cash award to an employee in excess of \$10,000 and up to \$25,000, and concur with or disapprove the recommended award. Such recommendations must be reviewed and approved by the Under Secretary of Defense (Personnel and Readiness) before going to the Secretary of Defense for approval or disapproval and submission to the Office of Personnel Management.

(6) Ensure that ratings of record and performance-based personnel actions are reviewed and approved by a person(s) at a higher level in the organization than that of the rating official. (Activity heads may establish either a one person -- approving only, or a two person -- reviewing and approving system within their organizations.)

**b. Activity Heads/Approving Officials, will:**

(1) Ensure fair and consistent application of this Regulation within their respective organizational element.

(2) Develop and communicate activity objectives and priorities to assist supervisors and managers in developing employee performance plans.

(3) Ensure recommended performance ratings and performance awards are completed in a timely manner.

(4) Ensure that only those employees whose performance exceeds normal expectations are rated at levels above "Fully Successful."

(5) Ensure that the aggregate amount of performance awards approved does not exceed allocated funding levels.

**c. Reviewers/Approving Officials will:**

(1) Ensure that performance plans and ratings are processed by subordinate supervisors in a timely manner.

(2) Review performance plans, ratings and award recommendations to ensure consistency and equity.

(3) Approve or recommend approval of performance plans, ratings, and award recommendations, giving full consideration to any employee comments.

**d. Rating Supervisors will:**

(1) Communicate organizational goals, objectives, and priorities to employees.



(2) Develop a performance plan for each covered employee, including at least one critical element and one noncritical element at the "Acceptable" performance standard for each element. Document the performance plan on IG Form 1400.430-1, Employee Performance Plan (see Appendix B).

(3) Provide employees with a copy of their performance plan within 30 days of the beginning of each appraisal period, and at the beginning of each detail or temporary promotion expected to last 120 days or longer.

(4) Conduct progress reviews as appropriate, but not less than one at mid-cycle.

(5) Propose final performance ratings of record and recommend performance awards, as appropriate.

(6) Provide a copy of the final approved rating of record to each covered employee as soon as possible, but no later than 90 days after the end of the appraisal cycle.

(7) Prepare a special rating of record when a within-grade increase (WGI) determination is not supported by the most recent rating of record.

(8) Use results of the performance appraisal as a basis for pay determinations and to train, reward, reassign, promote, reduce in grade, retain or remove employees from the Federal service.

(9) Complete close-out appraisals when an employee or supervisor leaves before the end of the performance period.

e. **Employees** will participate in the development of their performance plan and participate in progress reviews, as required.

f. The **Directorate for Personnel and Security** will:

(1) As the proponent, manage the performance management program, including ongoing evaluation for effectiveness.

(2) Advise managers, supervisors, and covered employees on program requirements and related performance management issues.

(3) Provide training and orientation on the performance management program for employees.

(4) Provide training in performance management for supervisors, managers, and other staff officials, as necessary.

**1.9. Program Evaluation.** Evaluation of performance management effectiveness, with feedback to management, will be ongoing. Internal evaluation by the Director, Personnel and Security, will be used to identify problems or weaknesses and to determine actions to improve performance management effectiveness.

## CHAPTER 2 PERFORMANCE APPRAISAL

### 2.1. Performance Appraisal Period

- a. The annual appraisal period will be established within each OIG component, after review and concurrence by the OA&IM.
- b. To receive a rating of record, an employee must have served for a minimum appraisal period of 90 days under an approved performance plan at the same grade level. If necessary, the employee's rating period will be extended beyond the annual appraisal period ending date, to ensure the minimum 90-day period is met.

### 2.2. Performance Plans

- a. Performance plans should be meaningful and supportive of organizational goals and objectives.
- b. Employee performance plans must be in writing and consist of performance elements and standards based on the requirements of the employee's position. Generic elements and standards may be used for positions at the same grade level and that have nearly identical duties. Accomplishment of organizational goals should, if appropriate, be included in performance plans by incorporating goals, plans or other similar means to account for program results. Performance plans shall be documented and communicated on IG Form 1400.430-1, Employee Performance Plan (see Appendix B).
- c. Employee participation is encouraged in establishing performance plans.
- d. A minimum of one critical element and one non-critical element will be established for each position. However, it is strongly recommended that employees receive at least three critical elements and, when possible, an odd number of critical elements to facilitate the final rating process.
- e. A performance standard describing "Acceptable" performance will be established for each performance element.
- f. Performance plans will be reviewed and approved by the second-level supervisor, unless the appraiser is the Inspector General.
- g. Employees will be provided copies of their approved performance plans within 30 days after the beginning of each appraisal period and at the beginning of each detail or temporary promotion expected to last 120 days or longer. On receipt, employees will sign and date the plan, acknowledging receipt. (Note: The employee's signature does not necessarily constitute agreement with the plan; it merely signifies that the employee has received it.)
- h. Minor changes in a performance plan may be made during the performance appraisal period. Such changes may be made in pen and ink on the original copy of the performance plan, and should be initialed by the supervisor and employee. Changes are subject to approval as noted in 2.2.b. and will be considered effective when the employee has received a copy of the revised plan.

**2.3. Interim Appraisals.** Interim appraisals shall be conducted throughout the annual performance appraisal period, as required below, and shall be considered in determining the annual rating of record.

- a. **Progress Reviews.** Progress reviews do not require element or summary rating and shall be conducted as noted below.

(1) A review of the employee's performance against the performance plan will be conducted at least once midway through the appraisal period. At a minimum, employees shall be informed of their level of performance in comparison to their standards. The supervisor and employee will initial and date the appraisal form in block 4 to acknowledge that the review was conducted.

(2) Any time an employee's performance falls below the written performance standard at the "Met" level, the employee will be provided with written notification of an opportunity to improve as part of a Performance Improvement Plan, as discussed in paragraph 5.6.a. of this Regulation.

b. **Close-out Ratings.** A written close-out rating will be conducted, as required below, and will be signed by both the supervisor and the employee acknowledging that the appraisal was conducted. The appraisal form will then be forwarded to the appropriate supervisor to be considered when preparing the annual performance rating of record.

(1) An employee completes a detail or temporary promotion of 120 days or longer under established performance standards.

(2) An employee changes positions after being under standards for a minimum of 90 days.

(3) The supervisor changes positions after the employee has been under standards for a minimum of 90 days.

(4) An employee is promoted, after being under standards for a minimum of 90 days.

**2.4. Annual Ratings.** An annual performance rating of record will normally be prepared for each employee at least once during each 12-month period and will take into consideration special summary ratings given during the annual rating period. Annual ratings will be due in the Personnel and Security Directorate not later than 30 days following the end of the rating period.

**2.5. Summary Rating.** A summary rating is completed for close-out ratings, special wage grade increase (WGI) ratings and the annual rating of record. Ratings will be based on comparing performance against written standards. Summary ratings are developed by first rating each performance element, then converting the element ratings to a summary rating level as described below. Summary ratings are assigned and approved by an individual at least one level higher than the rating supervisor.

a. **Element Rating Levels.** Each performance element will be compared to the written performance standard for that element. A rating for each element will be assigned and recorded on IG Form 1400.430-2, Employee Performance Rating (Appendix B), using the criteria in Table 1 below.

Element Rating Level	
Exceeded (E)	Work accomplishments exceed the requirements of the performance standard.
Met (M)	Work accomplishments meet the requirements of the performance standard, which defines criteria for quality, quantity, and timeliness.
Not Met (NM)	Work accomplishments fail to meet the requirements of the performance standard.

Table 1. Element Rating Level

b. **Summary Rating Level.** After the element rating has been determined for each critical element, the element ratings (E, M or NM) are recorded on IG Form 1400.430-2. Element ratings are then converted to one of five summary ratings, as shown in Table 2 below.

Summary Rating Levels	
Outstanding (Level 5)	Exceeds performance standards for all critical and non-critical elements.
Highly Successful (Level 4)	Exceeds performance standards for the majority of critical elements and at least meets performance standards for all non-critical elements.
Fully Successful (Level 3)	At least meets performance standards for all critical and non-critical elements.
Minimally Acceptable (Level 2)	At least meets performance standards for all critical elements and fails to meet performance standards for one or more non-critical elements.
Unacceptable (Level 1)	Fails to meet performance standards for one or more critical elements.

Table 2. Summary Rating Levels

c. A rating of record shall be completed within 30 days following the completion of the annual performance cycle, unless the employee has not completed 90 days under approved performance standards.

(1) If the rating of record cannot be prepared at the end of the appraisal period, the period will be extended to allow 90 days under the approved standards, at which time a rating will be conducted.

(2) When an appraiser cannot prepare a rating of record at the time specified by the Activity Head, the appraisal period shall be extended for the amount of time necessary to meet the minimum appraisal period at which time a rating of record shall be prepared.

d. Ratings of record shall be reviewed and approved by a person at a higher level in the organization than that of the appraising official, unless the appraiser is the Inspector General.

e. The rating supervisor should consult with the appropriate rating official prior to discussing the proposed rating with the employee.

f. Ratings of record may not be communicated to employees before approval by the appropriate approving official. The performance rating form will be signed and dated by the employee at the time the rating is communicated to the employee by the supervisor, and employees shall be provided a copy of their rating of record at the time it is communicated to them. The employee's signature does not signify agreement, only receipt. If an employee refuses to sign, the supervisor should so indicate and provide the employee with a copy.

g. A special written rating will be completed when a WGI determination is not supported by the most recent rating of record.

## CHAPTER 3 PERFORMANCE RECOGNITION

### 3.1. Policy

- a. Nominations for Performance Awards (PAs) and Quality Step Increases (QSI) must be submitted with the proposed annual rating for approval. Final action on both the rating and the award nomination should be completed within 30 days of the submission.
- b. Employees shall not be nominated automatically for a PA or QSI based on their performance rating. The PAs should be used to recognize and reward employees who attain a high level of performance and make a significant contribution to mission accomplishment.
- c. An employee will not be informed that he/she is under consideration for, or has been nominated for, a PA or QSI.
- d. Performance appraisals and ratings of record shall be used as the basis for advancing employees in the pay range, including WGIs and QSIs. They also serve as justification for performance awards.

### 3.2. Within-Grade Increases

- a. **Federal Wage System (FWS).** Employees shall receive WGIs when eligible if their performance is satisfactory. Satisfactory performance equates to a "Fully Successful" or better rating of record.
- b. **General Schedule (GS).** Employees shall receive WGIs when eligible if their performance is at an acceptable level of competence. An acceptable level of competence equates to a "Fully Successful" or better rating of record.
- c. **FWS and GS.** When a WGI is not consistent with the employee's most recent rating of record, a new rating of record must be prepared. The rating of record used as the current basis for an acceptable level of competence determination for a WGI must have been assigned no earlier than the most recently completed appraisal period. The notice of negative determination must contain the "Met" level, in accordance with paragraph 5-2 of this Regulation. The notice of negative determination must specify:
  - (1) The reason(s) for the negative determination, including specific instances of less than Fully Successful performance and the critical and/or non-critical elements of the employee's position involved in each instance.
  - (2) How the employee's performance must improve to the 'Met' level to be granted a WGI.
  - (3) The employee's right, if he/she is otherwise in a duty status, to be granted a reasonable amount of official time to review the material relied upon to support the negative determination.
  - (4) The employee's right to request reconsideration of the negative determination from a designated agency official within 15 calendar days of the employee's receipt of the notice of negative determination.
  - (5) The employee's right to be granted a reasonable amount of official time, if he/she is otherwise in a duty status, to prepare the request for reconsideration.

**3.3. Quality Step Increases.** A QSI consists of an additional within-grade pay increase for an employee, given in recognition of "Outstanding" performance.

- a. GS employees with current "Outstanding" (Level 5) ratings of record are eligible to be awarded a QSI.
- b. The recommendation for a QSI must be forwarded at the same time the employee's proposed "Outstanding" rating of record is submitted for approval. The QSI must be approved by an approving official.
- c. A QSI will be effective on the first day of the first pay period following its approval. If an employee completes the required waiting period for a WGI, which is to be effective on or about the same date as the approved QSI, the increases will be processed in the order that will provide the maximum benefit to the employee.
- d. There will be a minimum 52-week waiting period between QSIs.

**3.4. Performance Awards.** A Performance Award (PA) consists of a monetary award, given in recognition of high-level performance during the performance appraisal period. The award is used to recognize all appropriated fund employees, except SES employees.

a. **Eligibility.** Employees who receive a "Fully Successful" or better rating of record for the most recent rating period are eligible for a PA.

b. **Recommendation and Approval**

(1) The PA may be recommended by an employee's immediate supervisor by completing IG Form 1400.430-3, Incentive Award Nomination and Action (see Appendix B).

(2) A recommendation for a PA must be made at the same time the proposed rating is submitted for approval, and must be supported by a proposed rating of record of "Outstanding" (level 5), "Highly Successful" (level 4) or "Fully Successful" (level 3).

(3) Directorate-level officials and their equivalent, and above, may be delegated authority to approve PA recommendations for their respective employees. If the approving official is not responsible for managing the performance awards budget, he or she will ensure that decisions on PAs are coordinated with the official who manages the PA budget.

c. **Payment of Awards.** Employees may be considered for PAs using the percentage amounts shown in Table 3.

Rating	Within-Grade Increase	Quality Step Increase	Performance Award Percentage of Salary
Outstanding	Yes	Eligible*	0-20%**
Highly Successful	Yes	No	0-10%
Fully Successful	Yes	No	0-10%
Minimally Acceptable	No	No	None
Unacceptable	No	No	None
* The payment of QSIs and/or PAs is optional. **Awards of 11-20 percent require approval of the Inspector General or Deputy Inspector General.			

Table 3. Percentage Criteria for WGI and PA Nominations

**3.5. Budgeting for PAs.** The Inspector General is responsible for establishing the agency's annual performance award budget. The OIG Component Heads are responsible for administering their portion of the budget, as determined by OA&IM.

## **CHAPTER 4 RECORDS**

### **4.1. Records Retention**

a. The Personnel and Security Directorate will maintain an Employee Performance File for each covered employee, and shall ensure that the employee's performance rating and awards information are recorded in the Defense Personnel Data System (DPDS).

b. Performance ratings of record and individual performance plans shall be retained for 4 calendar years, and supporting documents shall be retained for at least 1 calendar year.

**4.2. Records Disposition.** When an employee's Official Personnel Folder is forwarded to another Federal activity personnel office or the National Records Center, the Official Personnel Folder shall include all ratings of record completed in the previous 4-year period, as well as the performance plan on which the most recent rating of record was based.



## CHAPTER 5

### RELATIONSHIP TO OTHER PERFORMANCE-BASED ACTIONS

**5.1. General.** Supervisors and managers will use performance ratings of subordinate employees as a basis for adjusting base pay and determining performance awards, training, rewarding, reassigning, promoting, reducing in grade, retaining, and removing employees.

**5.2. Within-Grade Increases.** Performance appraisals will be used as a basis for granting or denying within-grade increases. For more specific guidance, see paragraph 3.2. of this Regulation.

**5.3. Probationary Period.** Performance shall be a factor in the decision to retain or remove an employee during the probationary period. A formal written rating will not be completed when removing an employee during the probationary period. General criteria for retention are described below.

a. **Initial Probationary Period.** Evaluation of the employee's performance, as well as other considerations, will serve as a basis for the decision to retain or remove the employee from Federal service.

b. **Supervisory and Managerial Probationary Period.** Evaluation of the employee's performance of supervisory or managerial elements of the position will serve as a basis for the decision to retain or remove the employee from the supervisory or managerial position.

**5.4. Promotion.** Employee ratings of record will be used in the merit promotion process. Appraisal information used for promotion purposes should be relevant to the job for which the employee is being considered.

**5.5. Reduction in Force (RIF).** A rating of record for RIF purposes will be the four most recent ratings of record, including annual ratings and special ratings conducted to support WGI determinations. Performance results will be credited in accordance with 5 CFR Part 351, "Reductions In Force." No rating of record will be assigned for the sole purpose of affecting an employee's RIF retention standing. However, the Director, Personnel and Security, may approve postponing a rating of record immediately prior to conducting a RIF to properly determine an employee's retention.

#### **5.6. Performance Improvement Plan (PIP)**

a. **Developing the PIP.** If, at any time during the appraisal period, an employee's performance on one or more critical elements is determined to be "Unacceptable," e.g., falls below the "Met" level for one or more critical element(s), the rating supervisor must provide the employee with a PIP. As part of the PIP, the employee must be provided written notification of the following:

- (1) The critical element(s) for which performance is unacceptable.
- (2) The types of improvements required to demonstrate acceptable performance in his or her position, e.g., the "Met" performance standard for the critical element(s) at issue.
- (3) Assistance to be provided to the employee in improving performance to an acceptable level. That may include formal or on-the-job training, coaching, counseling, and closer supervision.
- (4) The amount of time that the employee will be given to demonstrate acceptable performance, e.g., the length of the PIP. The supervisor should also advise the employee that, unless his/her performance in the critical element(s) is improved and sustained at an acceptable level for at least a 12-month period from the beginning of the PIP, the employee may be reduced in grade, removed, or reassigned without an additional PIP.

b. **Removal, Reduction in Grade, or Reassignment.** When an employee continues to perform at an unacceptable level on one or more critical element(s) after being given a reasonable opportunity to improve, action may be initiated to reduce the employee in grade, remove the employee from Federal service or reassign the employee, following the procedures outlined in 5 CFR Part 432, "Performance Based Reductions In Grade And Removals."

## CHAPTER 6 GRIEVANCES AND APPEALS

### 6.1. **General Information**

a. Employees may file a formal grievance through the administrative grievance procedures as defined in IGDINST 1400.5, *Administrative Grievance Policy And Procedures*. Appealable issues may be appealed to the Merit Systems Protection Board. Guidance on the types of grievable/appealable matters follows:

- (1) Contents of the individual performance plan are neither grievable nor appealable.
- (2) Failure to inform employees of critical elements and standards within the required time frame is grievable.
- (3) Ratings on individual elements and the summary rating of record are grievable.
- (4) Performance-based demotions, removals and denial of within grade increases may be appealed to the Merit Systems Protection Board.
- (5) The receipt or non-receipt of a performance award or a QSI is not grievable.

**6.2. Grievance Preparation.** Use of Government resources, equipment, and materials in preparing a grievance is prohibited and may result in disciplinary action.

**APPENDIX A  
REFERENCES**

- a. 5 CFR Part 351, “Reductions In Force”
- b. 5 CFR Part 432, “Performance Based Reductions In Grade And Removals”
- c. IGDINST 1400.5, *Administrative Grievance Policy and Procedures*, June 7, 1991
- d. 5 CFR Part 451, “Incentive Awards”
- e. Title 5, U.S.C., Chapter 43, “Performance Appraisal”
- f. Title 5, U.S.C., Chapter 35, “Retention Performance, Restoration, and Reemployment”
- g. Title 5, U.S.C., Chapter 45, “Incentive Awards”

## APPENDIX B FORMS AND INSTRUCTIONS

1. **Employee Performance Plan (IG Form 1400.430-1)**. The IG Form 1400.430-1 will be completed in duplicate for each employee within 30 days of the beginning of his/her rating period. The rating supervisor will give the original to the employee and retain a copy. The rating supervisor will ensure that changes to the plan during the rating period are approved and documented on both copies of the form.
  - a. **Performance Elements.** Performance elements describe the major components of the job. The simpler and fewer the elements, the better. There is a requirement for at least one critical element and at least one non-critical element. Most plans should not have more than 3 to 5 elements.
  - b. **Performance Standards.** Performance standards express the results expected during the rating period. They describe the quality, quantity, timeliness and/or method of performance expected. Performance standards should be written at the "Met" level.
  - c. **Rating Periods.** Annual rating periods for employees will begin on the date an employee enters his or her current position in the OIG, DoD, by new appointment, transfer, promotion, or change to lower grade; or the day after the "thru" date of the most recent rating period, as appropriate.
2. **Employee Performance Ratings (IG Form 1400.430-2)**
  - a. **Progress Reviews.** Supervisors may use notes and/or memorandums for the record to record discussion, performance observations, etc., for reference in preparing performance ratings.
  - b. **Written Performance Ratings.** Performance ratings will be prepared on IG Form 1400.430-2 in triplicate. The original will be given to the employee. The supervisor will retain a copy and the record copy will be forwarded to the Personnel and Security Directorate, Employee Relations Division, OA&IM. Completed ratings are due in the Personnel and Security Directorate not later than 30 days following the end of the rating period.
  - c. When a special rating is completed for a departing employee, the "supervisor" copies of the rating and the performance plan will be sent to the Personnel and Security Directorate for forwarding to the supervisor at the gaining organization not later than 30 days following the employee's departure. When a special rating is completed by a departing supervisor, the "supervisor" copy will be left behind for the incoming supervisor.
  - d. When a special rating covers performance on a temporary promotion or detail, the "supervisor" copies of the rating and the performance plan will be sent to the employee's supervisor of record not later than 30 days following the detail or temporary promotion.
3. **Award Nomination and Action (IG Form 1400.430-3)**
  - a. Employees will be nominated for awards on IG Form 1400.430-3, Award Nomination and Action, which will be prepared in triplicate (original and two copies). The nomination will be sent from the nominating official through the reviewer and the approving official to the Personnel and Security Directorate for review.
  - b. The IG Form 1400.430-2 will serve as justification for QSI and PA nominations. Justification for other award nominations will be attached to IG Form 1400.430-3 in triplicate.
  - c. Employees should not be made aware of an award until it has been reviewed and approved by the employee's chain-of-command and the Personnel and Security Directorate.

<b>EMPLOYEE PERFORMANCE PLAN</b> For use of this form, see IG Reg 1400.430 The proponent is the Personnel and Security Directorate		Page <u>1</u> of <u>    </u> Page
<b>PART 1 - ADMINISTRATIVE INFORMATION</b>		
1. NAME (Last, First, MI) AND SSN		2. POSITION TITLE AND NUMBER, PAY PLAN SERIES, AND GRADE
3. NAME AND LOCATION OF EMPLOYING ACTIVITY		4. RATING PERIOD
		FROM:  THRU:
<b>PART II - PERFORMANCE ELEMENTS AND STANDARDS</b>		
5a. JOB ELEMENTS	b. CRITICAL	c. PERFORMANCE STANDARDS

IG FORM 1400.430-1 (FC)

Figure B-1. IG Form 1400.430-1. Employee Performance Plan (Front)

<b>PART III - CHANGES TO PERFORMANCE REQUIREMENTS</b>				
6. JOB ELEMENTS (including noncritical elements and performance standards) CHANGED DURING RATING PERIOD.				
7. RATIONALE FOR CHANGES MADE.				
<b>PART IV - AUTHENTICATION</b>				
8. SUPERVISOR	SIGNATURE	DATE	SIGNATURE	DATE
	TYPED/PRINTED SIGNATURE BLOCK	PHONE	TYPED/PRINTED SIGNATURE BLOCK	PHONE
9. REVIEWER/ APPROVING OFFICIAL	SIGNATURE	DATE	SIGNATURE	DATE
	TYPED/PRINTED SIGNATURE BLOCK	PHONE	TYPED/PRINTED SIGNATURE BLOCK	PHONE
10. EMPLOYEE*	SIGNATURE	DATE	SIGNATURE	DATE
	TYPED/PRINTED SIGNATURE BLOCK	PHONE	TYPED/PRINTED SIGNATURE BLOCK	PHONE
*Employee's signature indicates receipt of a copy of the performance plan and discussion of the elements and standards, not necessarily agreement.				
Continuation sheet attached?		Yes	No	Page <u>2</u> of <u>  </u> Pages

IG FORM 1400.430-1, Employee Performance Plan

(EG)

Figure B-1. IG Form 1400.430-1. Employee Performance Plan (Reverse)

EMPLOYEE PERFORMANCE RATING		Page <u>1</u> of <u>    </u> Pages	
For use of this form, see IG Reg 1400.430 The proponent is the Personnel and Security Directorate			
PART I - ADMINISTRATIVE INFORMATION			
1. NAME (Last, First, MI) AND SSN		2. POSITION TITLE AND NUMBER, PAY PLAN SERIES, AND GRADE	
3. NAME AND LOCATION OF EMPLOYING ACTIVITY		4. RATING PERIOD (from the Employee Performance Plan)	
		FROM:	
		THRU:	
5. TYPE OF RATING		6. PROBATIONARY PERIOD CERTIFICATION	
<input type="checkbox"/> a. Annual <input type="checkbox"/> b. Probationary <input type="checkbox"/> c. Special		<input type="checkbox"/> a. I hereby certify that the work performances and conduct of the probationary employee identified above have demonstrated his/her fitness or qualification for continued employment <input type="checkbox"/> b. The probationary employee identified above has not demonstrated his/her fitness of qualifications for continued employment and should be removed from his/her position and/or discharged from the Federal service, as appropriate.	
PART II - PERFORMANCE EVALUATION			
7a. JOB ELEMENTS	b.	c. DEMONSTRATED PERFORMANCE	d. RATING

Figure B-2. IG Form 1400.430-2. Employee Performance Rating (Front)



<b>PART II - PERFORMANCE EVALUATION (CONTINUED)</b>			
7a. JOB ELEMENTS	b. CRITICAL	c. DEMONSTRATED PERFORMANCE	d. RATING
<b>PART III - COMMENTS</b>			
8a. EMPLOYEE COMMENTS			
8b. RATING OFFICIAL COMMENTS			
<b>PART IV - SUMMARY RATING LEVEL</b>			
9. <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> HIGHLY SUCCESSFUL <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> MINIMALLY ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE			
<b>PART V - AUTHENTICATION</b>			
10. SUPERVISOR	TYPED/PRINTED SIGNATURE BLOCK	SIGNATURE	DATE PHONE
11. REVIEWER	TYPED/PRINTED SIGNATURE BLOCK	SIGNATURE	DATE PHONE
12. APPROVING OFFICIAL	TYPED/PRINTED SIGNATURE BLOCK	SIGNATURE	DATE PHONE
13. EMPLOYEE*	TYPED/PRINTED SIGNATURE BLOCK	SIGNATURE	DATE PHONE
<small>*Employee's signature indicates receipt of a copy of the performance rating and discussion of the performance evaluation and rating, not necessarily agreement.</small>			
Continuation sheet attached?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Page <u>2</u> of <u>    </u> Pages

Figure B-2. IG Form 1400.430-2, Employee Performance Rating (Reverse)

<b>AWARD NOMINATION AND ACTION</b> For use of this form, see IG Reg 1400.430 The proponent is the Personnel and Security Directorate		Page <u>1</u> of <u>    </u> Pages	
<b>PART I - NOMINATION</b>			
1. NAME (Last, First, MI) and SSN		2. POSITION TITLE , PAY PLAN, SERIES, AND GRADE	
3. NAME AND LOCATION OF EMPLOYING ACTIVITY		4. POSITION HELD DURING PERIOD COVERED (if different from that shown in Item 2)	
5. TYPE OF AWARD <input type="checkbox"/> a. Performance Award <input type="checkbox"/> b. Quality Step Increase <input type="checkbox"/> c. Other (Specify) _____		6. PERIOD OF SERVICE COVERED BY NOMINATION  7. AMOUNT OF AWARD / HOURS OF TIMEOFF RECOMMENDED:	
<b>8. BENEFITS:</b> (Complete for all monetary awards and for honorary awards if appropriate. Attach, as part of the justification, the method for computing the tangible benefits and/or an explanation of the intangible benefits.) Do not complete for PA or QSI. (This block must be completed if Special Act or Timeoff Award recommended) a. Estimated first-year tangible benefits: \$ _____ b. Intangible benefits: (1) Value of benefits <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> Exceptional (2) Extent of application: <input type="checkbox"/> Limited <input type="checkbox"/> Extended <input type="checkbox"/> Broad <input type="checkbox"/> General			
<b>9. JUSTIFICATION:</b> (Furnish a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and the significance of any special act or service. Include specific data required by applicable regulations for the type of award recommended. (Use reverse if more space is needed.)			
10. NOMINATING OFFICIAL	TYPED/PRINTED SIGNATURE BLOCK	SIGNATURE	DATE
			PHONE
11. REVIEWER	TYPED/PRINTED SIGNATURE BLOCK	SIGNATURE	DATE
			PHONE
<b>PART II - ACTION</b>			
12. APPROVING OFFICIAL	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> OTHER (Specify): _____	SIGNATURE & TYPED/PRINTED SIGNATURE BLOCK	DATE
			PHONE
13. AWARDS COORDINATOR	THIS AWARD NOMINATION HAS BEEN REVIEWED FOR REGULATORY COMPLIANCE: <input type="checkbox"/> Meets regulatory requirements. <input type="checkbox"/> Does not meet regulatory requirements	SIGNATURE & TYPED/PRINTED SIGNATURE BLOCK	DATE
			PHONE

IG FORM 1400.430-3, MARCH 12, 1998 (Previous edition is obsolete)

(EG)

Figure B-3. IG Form 1400.430-3, Award Nomination and Action (Front)

PART I - NOMINATION (CONTINUED)			
<b>9. JUSTIFICATION</b>			
Continuation sheet attached?	YES	NO	PAGE 2 OF PAGES

Reverse of IG Form 1400.430.3, March 12, 1998 (EG)

Figure B-3. IG Form 1400.430-3, Award Nomination and Action (Reverse)

APPENDIX C  
OPM APPROVAL OF OIG, DOD PERFORMANCE MANAGEMENT PLAN



United States  
**Office of  
Personnel Management**

Washington, DC 20415-0001

JAN 25 1995

In Reply Refer To

Your Reference

Mr. Stanley H. Boardman  
Director, Personnel and Security Division  
Inspector General  
Department of Defense  
400 Army Navy Drive  
Arlington, VA 22202-2884

Dear Mr. Boardman:

This is in response to your letter dated August 22, 1994. The Performance Management and Incentive Awards Division of the Office of Personnel Management has reviewed and approved your revised Performance Management Plan.

Your plan has been revised to delete references to the Performance Management and Recognition System and the Federal Personnel Manual; allows individual components within the organization to establish organization-wide annual performance cycles; clarifies key terms and concepts; and provides greater flexibility and accountability for managers and supervisors to administer the system.

Please provide us, for approval, any future changes that would impact on the legal or regulatory requirements for performance management. Also, we would appreciate receiving copies of other changes to your plan so that we may keep our files current.

Sincerely,

Doris Hausser  
Chief, Performance Management  
and Incentive Awards Division

## APPENDIX D SUPERIOR ACCOMPLISHMENT AWARDS

### **D-1. General**

a. Superior Accomplishment Awards (SAAs) are designed to improve Government efficiency, economy, and effectiveness by motivating employees to increase productivity and creativity by rewarding their efforts that benefit the Government.

b. The SAA may be a monetary or non-monetary (i.e., honorary) award for an accomplishment achieved through an individual or group effort in the form of a suggestion, an invention, or a special act or service in the public interest connected with or related to official employment, which contributes to the efficiency, economy, or other improvement of Government operations and which results in tangible and/or intangible benefits to the Government.

(1) "Tangible benefits" means benefits or savings to the Government that can be measured in terms of dollars.

(2) "Intangible benefits" means benefits to the Government which cannot be measured in terms of dollars.

c. The cash SAA ranges from \$25 to \$25,000, depending on the achievement being recognized. (An additional award may be approved at the discretion of the President.) The amount of the award with the exception of the On-the-Spot Cash Award (OTSCA) (see paragraph D-7 for definition) is determined according to the criteria for tangible and intangible benefits found at Tables D-1 and D-2, respectively.

(1) With the exception of the OTSCA, the minimum award for tangible benefits can be granted only when the benefits reach or exceed \$250. With the same exception, the minimum award for intangible benefits requires a comparably high standard.

(2) When a contribution results in both tangible and intangible benefits, the intangible benefits need only be recognized to the extent that the contribution is not adequately awarded based on the tangible benefits realized. That limitation is particularly relevant to contributions from which not only significant tangible benefits are realized but also intangible benefits in the form of safety improvements. When intangible benefits resulting from a contribution outweigh the tangible benefits in significance, the award shall represent the total of the amounts derived from application of Tables D-1 and D-2.

d. Provisions of this appendix pertaining to suggestions and scientific achievements apply to military as well as civilian employees.

### **D-2. Policy**

a. The SAAs shall provide for:

(1) The granting of recognition commensurate with the value of the contribution to the Government.

(2) Obtaining maximum benefits for the Government, whenever possible, by considering the applicability of employee contributions throughout Government and making prompt referrals. when appropriate.

b. An award under this appendix may be granted alone or in addition to a PA granted under the provisions of paragraph 3.4. of this Regulation or a QSI granted in accordance with the provisions of

paragraph 3.3. of this Regulation; however, the contribution to be recognized must not have served either wholly or in part as the basis for a previous cash award.

c. The SAAs will not be used as a means of avoiding, or as a substitute for, more appropriate personnel actions (e.g., promotion, training assignment, Performance Award, appropriate reclassification action, retirement/separation recognition), or as a substitute for pay.

d. To be awarded under this appendix, a contribution must:

(1) Have been made while the contributor was a Federal Government employee (awards under this appendix can be paid to a former employee or to the estate of a deceased employee as long as the contribution was made while he or she was employed by the Government);

(2) Be supported by a written justification separate from the employee's performance rating of record;

(3) Be evaluated and the award amount derived from Table D-1 or D-2. as appropriate.

(4) Be approved by an official higher than the official who recommended use of the suggestion or invention, or who recommended the award, unless the nominating official is the Inspector General, DoD, or an Activity Head.

e. Acceptance of a cash SAA constitutes an agreement by the recipient that the use by the Government of the idea, method, or device for which the award was paid does not form the basis of a further claim against the Government.

f. A cash SAA is in addition to regular pay and does not constitute an increase in an employee's base pay. The award is subject to the withholding of income taxes.

g. A cash SAA may be approved for an employee of another agency. In that instance, the benefiting agency shall make arrangements to transfer funds to the employing agency to cover the award. If the administrative costs of transferring funds would exceed the amount of the award, the employing agency shall absorb the award costs and pay the award.

h. When a cash SAA is approved for a member of the armed forces for a suggestion, invention, or scientific achievement, arrangements shall be made for the transfer of funds to the agency having jurisdiction over the member under Executive Order 11438, "Prescribing Procedures Governing Interdepartmental Cash Awards to the Members of the Armed Forces."

i. The SAAs may be given whenever benefits are identified, and the recognition should be awarded on a timely basis.

j. The SAAs are not appropriate as a farewell gesture incident to separation or retirement.

k. The granting of SAAs is discretionary.

l. The IG, DoD, Superior Accomplishment Award Certificate may be given with cash awards made under this appendix.

m. Awards granted under this appendix will be documented in the employee's official personnel folder. The documentation will reflect the nature and amount of the award.

n. Receipt of a SAA will be considered when civilian employees are applying for promotion.

o. The Director, Personnel and Security, will provide training and information to supervisors and employees on the Special Accomplishment Awards Program, and periodically evaluate program effectiveness and make recommendations to the Inspector General, DoD, and Activity Heads for improvements as needed.

p. An annual report on program activities and expenditures for the past fiscal year and the amount budgeted for program awards for the current fiscal year will be made to the Office of Personnel Management (OPM).

### **D-3. Approval Authority**

a. OIG Component Heads may approve cash awards (individual and group) up to \$3,700 for their respective employees.

b. The Inspector General, DoD, or the Deputy Inspector General, in his or her absence, may approve cash awards (individual and group) up to and including \$10,000 and recommend approval of awards in excess of \$10,000 up to and including \$25,000.

c. Recommendations for awards in excess of \$10,000 will be forwarded through channels to the Office of the Secretary of Defense/Office of the Joint Chiefs of Staff (OSD/OJCS) Incentive Awards Board for review and appropriate action.

d. The OPM shall review and approve or disapprove all recommendations for awards under this appendix in excess of \$10,000 up to \$25,000.

e. The President may approve an additional award in excess of those approved by the IG, DoD, and by the OPM. Nominations for a Presidential award will be submitted through channels to the OPM for processing by the White House.

### **D-4. Invention**

a. Civilian employees are encouraged to submit inventions to the U.S. Patent Office. If the U.S. Patent Office issues a patent or a statutory invention registration (SIR), the employee may be considered for an award.

b. Any award recommendation based on a patent or SIR shall be processed under the appropriate regulation.

### **D-5. Suggestion**

a. Ideas (including patentable ones) submitted in writing by one or more eligible persons (civilian or military) that save manhours, materials, supplies, equipment, or money; that improve the quality, effectiveness, or timeliness of a Government function; or that result in improved service to the public may be adopted under the suggestion program and may result in a cash award for the originator(s). Such ideas need not be new or original, but shall identify a specific problem and prescribe a specific course of action or solution. However, the idea(s) must not already be under consideration or duplicate a suggestion for which proprietary rights have not expired.

b. Ideas that point out the need for routine maintenance work, recommend the enforcement of existing rules, propose changes in housekeeping practices or changes in working conditions related to personal comfort, propose an employee service or benefit unrelated to productivity, or call attention to errors or alleged violations of regulations will not be accepted and processed under the suggestion program. Instead, they will be forwarded to the organizational entity responsible for the respective function. Such submissions are not eligible for a cash award under the suggestion program.

c. Suggestions will be typed or printed legibly on Optional Form (OF) 303, Employee Suggestion, and shall be submitted in duplicate with the employee's original signature and date in Item 10 of each copy. All items on the form must be completed.

(1) The suggester's signature constitutes an agreement that the use of the suggestion by the Government shall not form the basis for any future claim(s) of any nature against the United States by the suggester, the suggester's heirs, assigns, or any other person; and a warranty that at the time the award, if any, is accepted, the suggester has not assigned or otherwise been divested of legal or equitable title to any property right residing on the idea, method, or device for which the award is made.

(2) The submission will contain a complete, factual, and specific explanation of the suggestion. It shall explain the present practice, the suggested change, where and how it may be used, and what benefits may be derived from it. It shall include all information available to the suggester, such as stock and form numbers and titles.

d. Suggestions will be submitted to the Incentive Awards Program Coordinator in the Employee Relations Division, Personnel and Security Directorate, OA&IM, Office of the Inspector General, Department of Defense, 400 Army Navy Drive, Arlington, Virginia 22202. A suggestion can be submitted at any time before or during the development and implementation of an idea or up to 6 months after its implementation; however, submissions are encouraged at the earliest possible time to protect the suggester's proprietary rights and to discourage misuse of the idea.

(1) The Incentive Awards Program Coordinator will forward the suggestion to the office of primary responsibility for evaluation on receipt of an OF 303 that meets the criteria for acceptance under the suggestion program. If the suggestion is related to his or her office operations, the evaluator shall, within 5 workdays of receipt of the suggestion, determine whether or not the suggestion is eligible for adoption and whether or not the contribution of additional material would improve the eligibility of the suggestion. If the suggestion is recommended for adoption, the evaluator will forward the evaluation on an SD Form 443, Suggestion Evaluation, in duplicate to his or her OIG Component Head. If the suggestion is not related to the evaluator's office operations, he or she will forward the suggestion with a recommendation on an SD Form 443 to the responsible evaluating official. In either case, the evaluator will inform the Incentive Awards Program Coordinator of the action taken.

(2) The Activity Head in receipt of an OF 303 and SD Form 443 shall, if the suggestion is within his or her area of responsibility, within 20 workdays, analyze and adjudicate the evaluator's findings and recommendation, adopt or disapprove the suggestion, determine the amount of the monetary award in accordance with Tables D-1 and/or D-2, approve cash awards up to \$3,700 and return a copy of the OF 303 and the original SD Form 443 to the Incentive Awards Program Coordinator, together with a cover memorandum certifying that the suggestion has been, or will be, put into practice and when. If the recommended cash award is more than \$3,700, the OIG Component Head will return the OF 303 and the original SD Form 443 with a recommended award amount to the Incentive Awards Program Coordinator. The Program Coordinator will send awards of up to \$3,700 to the Civilian Pay, Accounting and Finance Office, Bolling Air Force Base, for payment. If the recommended award exceeds \$3,700, the Coordinator will forward copies of the OF 303, the SD Form 443, and the Activity Head's recommendation to the Inspector General, DoD. The Inspector General, DoD, or Deputy Inspector General, in his or her absence, can approve awards up to \$10,000; or recommend to the Office of the Secretary of Defense, awards in excess of \$10,000 up to \$25,000 under Tables D-1 and/or D-2. The OIG, DoD, will return the suggestion tile (including OF 303, SD Form 443, any recommendation(s) of amounts in excess of \$3,700) to the Incentive Awards Program Coordinator. The Program Coordinator will send awards of up to \$10,000 to Civilian Pay for payment, and recommendations for awards in excess of \$10,000 up to \$25,000 to the Office of the Secretary of Defense for processing.

e. An idea accepted for adoption under the suggestion program will be placed into effect within a specified time period (not to exceed 1 year) from the date of final action on the suggestion.



f. If a suggestion is disapproved, the Incentive Awards Program Coordinator will inform the suggester of the reason(s) for disapproval.

g. A suggester may request reconsideration of a suggestion that was not adopted. New or additional information must be presented to document an error of fact that would have a material effect on the evaluation. Such requests should be submitted in writing to the Incentive Awards Program Coordinator within 30 days after the suggestion is rejected. Requests for reconsideration that merely state disagreement or dissatisfaction with the evaluation will be returned without action. The Program Coordinator will submit reconsideration requests through the same office of primary responsibility for evaluation to the next higher level above the non-adopting official. No reclaims of further requests for reconsideration on the same suggestion will be accepted. The reconsideration of a suggestion that was not adopted will not serve as a basis for extending proprietary rights.

h. A suggester may request an investigation and report if he or she believes that official action has been taken to implement all or a portion of the suggestion during the period for which proprietary rights have been granted. The written request must cite the regulation, directive, or action that implemented the suggestion. It must be submitted to the Incentive Awards Program Coordinator. If a direct relationship can be established between the suggestion and official action to implement the idea(s) in the suggestion, the suggester will be given an appropriate recognition in accordance with Table D-1 or D-2.

i. Proprietary rights to a suggestion automatically expire 1 calendar year after the date of final action on the suggestion (i.e., adoption, partial adoption, or rejection).

#### **D-6. Special Act or Service Award**

a. A Special Act or Service Award is a cash Superior Accomplishment Award given to recognize a meritorious personal effort, act, service, scientific, or other achievement accomplished within or outside assigned job responsibilities. All appropriated fund employees are eligible for this award.

(1) The act, service, or achievement must result in tangible and/or intangible benefits to the Government and may involve more than one employee. This award may be given whenever benefits are identified.

(2) The cash award ranges from \$25 to \$25,000, depending on the achievement being recognized. (An additional award may be approved at the discretion of the President.) Except for the On-the-Spot Cash Award, all Special Act or Service Award amounts will be determined using the cash award criteria for tangible or intangible benefits for suggestion awards (Table D-1 or D-2).

(3) The Special Act or Service Award is particularly appropriate to recognize short-term accomplishments:

- (a) In a regularly assigned position.
- (b) During a detail.
- (c) At the conclusion of a successful special project.
- (d) When performance or honorary awards are not appropriate.

(4) This award is also appropriate for recognition of civilian employee ideas or improvements resulting in tangible or intangible benefits that cannot be recognized under the OIG, DoD, suggestion program (see paragraph D-5).

(5) When an award is made for an accomplishment within job responsibilities, the act or service must significantly exceed normal expectations.

b. A scientific achievement is defined as:

(1) An act, deed, or accomplishment that established a scientific or technological basis for later technical improvements of military or national significance.

(2) A scientific or technological accomplishment of such quality and effectiveness as to have materially advanced the research and development achievements of an activity, group, or project.

(3) A significant scientific or technological achievement that contributes materially to the welfare of the armed services and the Nation.

(4) An article accepted for publication in a scientific publication.

(5) A technical paper presented to a professional society that constitutes a substantial contribution to scientific knowledge.

c. An employee's supervisor or any individual having direct knowledge of the act, service, or scientific achievement, in coordination with the employee's supervisor, may initiate an award nomination. Nominations on IG Form 1400.430-3, Incentive Award Nomination and Action, should be submitted within 30 days after the act, service, or achievement was performed. Final action should be taken within 30 days thereafter unless it is necessary to forward nominations to higher authority.

(1) When the recommendation is based on measurable tangible benefits, the supporting data will show in detail how those benefits were computed (Table D-2).

(2) Recommendations based on intangible benefits will identify the value of benefits and the extent of application appropriate for the achievement to be recognized (Table D-2).

#### **D-7. On-The-Spot Cash Award**

a. The On-the-Spot Cash Award (OTSCA) is a small Special Act or Service Award (\$25 to \$250) that may be given by a supervisor for day-to-day accomplishments of subordinate employees.

b. The IG Form 1400.430-3 will be used to process the OTSCA. In addition to completion of Part I of the form, the following documentation is required:

(1) Short description of the employee's achievement.

(2) Indication that the award is an OTSCA.

(3) The amount of the award.

(4) The signatures of the nominating and approving officials.

c. The OTSCA will be processed as expeditiously as possible. Total processing time should not exceed 30 days.

#### **D-8. Time-Off Awards**

a. Time off from duty, called "time-off awards" may be granted, without loss of pay or charge to leave, in recognition of superior accomplishment or other personal effort, which contributes to the quality,

efficiency, or economy of Government operations. Except as specified below, the authority to approve time-off awards is delegated to officials who exercise personnel appointing authority (Deputy Inspector General, Personnel Officer).

b. A decision to grant a time-off award, including the amount of the award, must be reviewed and approved by an official at an organizational level no lower than the OIG Component Head.

c. Time-off awards may be used alone or in combination with monetary or non-monetary awards to recognize excellence in employee performance.

d. The Director, Personnel and Security Directorate, will administer the time-off awards program under applicable guidance and reference d.

e. A time-off award may be granted to an employee in recognition of superior accomplishment or other personal effort, which has contributed to the quality, efficiency, or economy of Government operations. Examples of achievements which may be considered for a time-off award follow:

(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Displaying special initiative and skill in completing an assignment or project before the deadline.

(3) Using initiative and creativity in making improvements in a product, activity, program, or service.

(4) Ensuring the mission of the work unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

(5) Accomplishing a specific, one-time or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

(6) Submitting a suggestion that has been adopted, but because the suggestion is considered to be within the employee's normal job responsibilities, the employee is not eligible for a cash award.

(7) Sustaining high-level performance for an extended period as reflected, for example, in a rating of record.

f. The amount of time off should be proportionate to the value of the contribution being recognized using the scale at Table D-3.

(1) The total amount of time off which may be granted to an employee during any 1 leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

(2) The maximum amount of time off that may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

(3) Time off granted as an award must be scheduled and used within 1 year after the award is granted. If the total amount of a time-off award is not used within 1 year after its approval, any unused time off is forfeited and cannot be restored.

(4) Granting a time-off award carries a commitment to permit the employee to schedule its use consistent with workload and productivity considerations. Time-off awards should be scheduled so that the employee is not placed in a "use or lose" leave situation. Time and attendance cards will be annotated to reflect the earning and use of such awards under procedures established by the Bolling Air Force Base Finance and Accounting Center or the Defense Finance and Accounting Service.

(5) A time-off award does not convert to cash under any circumstances.

(6) Since time-off awards are not annual leave, balances cannot be transferred to approved leave recipients under the OIG, DoD Voluntary Leave Transfer Program.

(7) If the employee is transferring to another DoD activity or outside the DoD, the time off cannot be transferred and, to avoid the loss of the time off, the employee should be allowed to use the incentive before transfer.

(8) Should an employee become physically incapacitated during the period of a time-off award, sick leave may be granted.

g. Documentation and Recordkeeping:

(1) Any time-off award shall be supported by appropriate written justification, which shall include a description of the reason for granting the award and specifically addresses the rationale for the number of hours awarded using criteria at Appendix D. All time-off awards will be recorded on IG Form 1400.430-3 (September 21, 1988). Time-off awards will be recorded in Block 5 and marked as C., "Other" and specified as a "time-off award." Block A should also be marked if the time-off award is used in conjunction with a monetary performance award. All award nominations will be forwarded to the Employee Relations Division, Personnel and Security Directorate, for review and processing.

(2) The amount of time off shall be documented on a Standard Form 50, which shall be retained in the employee's official personnel folder. A separate SF 50 shall be issued for each time-off award at the time the award is granted.

(3) Time off awarded to employees will be tracked and maintained within each operating component as "administrative leave" until the Defense Finance and Accounting Service develops an automated tracking system.

## GUIDE TO AWARDS BASED ON TANGIBLE BENEFITS

<i>Estimated First-Year Benefits to Government</i>	<i>Amount of Award</i>
Up to \$10,000 .....	10 percent of benefits
\$10,001-\$100,000 .....	\$1,000 for the first \$10,000, plus 3 percent of benefits over \$10,000
\$100,001 or more .....	\$3,700 for the first \$100,000 plus 5 percent of benefits over \$100,000

## Quick Guide for Calculating Awards Based on Tangible Benefits

<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700

\* Awards over \$10,000 require the approval of the Office of Personnel Management.

\*\* Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

Table D-1. Guide to Awards Based on Tangible Benefits

Value of Benefits	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters  Affects a small area of science or technology	Affects functions, mission, or personnel of several offices, facilities, or installations  Affects an important area of science or technology	Affects functions, mission or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau  Affects a broad area of science or technology	Affects functions, mission or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond
<b>MODERATE VALUE.</b> Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement of rather limited value of a product, activity, program, or service to the public	2  \$25 - 100 (compare w/\$250 - 1,000 tangible benefits)	\$100 - 250  (compare w/\$1,000 - 2,500 tangible benefits)	\$250 - 500	\$500 - 1,000
<b>SUBSTANTIAL VALUE.</b> Substantial change or modification of an operating principle or procedure: an important improvement to the value of a product, activity, program, or service to the public	\$100 - 250 (compare w/\$1,000 - 2,500 tangible benefits)	\$250 - 500 (compare w/\$1,000 - 2,500 tangible benefits)	\$500 - 1,000 (compare w/\$10,000 - 60,000 tangible benefits)	\$1,000 - 2,500
<b>HIGH VALUE.</b> Complete revision of a basic principle or procedure: a highly significant improvement to the value of a product, major activity, or program, or service to the public	\$250 - 500	\$500 - 1,000 (compare w/\$5,000 - 10,000 tangible benefits)	\$1,000 - 2,500 (compare w/\$10,000 - 60,000 tangible benefits)	\$2,500 - 5,000 (compare w/\$50,000 - 300,000 tangible benefits)
<b>EXCEPTIONAL VALUE.</b> Initiation of a new principle or major procedure: a superior improvement to the quality of a critical product, activity, program, or service to the public	\$500 - 1,000	\$1,000 - 2,500	\$2,500 - 5,000 (compare w/\$50,000 - 300,000 tangible benefits)	3 \$5,000 - 10,000 (compare w/\$50,000 - 300,000 tangible benefits)

Table D-2. Extent of Application

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION	
	Number of Hours
<b><u>Moderate:</u></b>  (1) A contribution to a product, activity, program or service to the public, which is of sufficient value to merit formal recognition.  (2) Beneficial change or modification of operating procedures.	1 to 10
<b><u>Substantial:</u></b>  (1) An important contribution to the value of a product, activity, program or service to the public.  (2) Significant change or modification of operating principles or procedures.	11 to 20
<b><u>High:</u></b>  (1) A highly significant contribution to the value of a product, activity, program or service to the public.  (2) Complete revision of operating principles or procedures, with considerable impact	21 to 30
<b><u>Exceptional:</u></b>  (1) A superior contribution to the quality of a critical product, activity, program or service to the public.  (2) Initiation of a new principle or major procedure, with significant impact.	31 to 40

Table D-3. Time-Off Awards Scale for a Single Contribution